

UNIVERSITY OF HAWAII

College of Arts and Sciences - Office of the Dean

MEMORANDUM

August 16, 1976

TO: Davianna McGregor-Alegado, Director
Ethnic Studies Program
UH-Manoa

SUBJECT: Student Help Budget, 1976-77

After reviewing the issue of adequate compensation for your lab leaders, I conclude that the basis of my initial allocation was inappropriate under the circumstances existing in your program and that the allocation must be revised.

In arriving at a new allocation several parameters must be established, such as hours per week, rate per hour, etc. Firstly, in regard to hours per week, I believe 16 per week over a 16 week period are more than adequate for one lab leader handling 15 students. (This, by the way, is what your student's timesheet showed, which was with the materials you gave me, and is the basis you've been using in the past.) Secondly, in regard to pay, I agree that Student Helper I is probably too low, but Student Helper III is too high. My calculations, therefore, are based on Student Helper II at \$2.70 per hour. Finally, in regard to the projected number of sections that will be required this year, fewer should be scheduled inasmuch as your enrollments have been decreasing at a rather constant rate. Last Fall you enrolled 427 students in 38 sections of lab courses, who could have been accommodated in 30 sections. Last Spring, you enrolled 411 in 38 sections, who could have been accommodated in 28. With declining enrollments, you shouldn't need any more sections this year than you needed last, i.e., 58 sections.

So, the bottom line is $16 \times 16 \times \$2.70 \times 58 = \$40,090$, which is your amended allocation of student help funds for this year, 1976-77. If more sections have to be offered, we'll seek the additional funds necessary to cover them during registration.

David E. Contois
David E. Contois
Dean

DEC:df

cc: S. Minami